



Policy: 4002
Procedure: 4002.02
Chapter: Secure Facilities
Rule: Daily Log Book

Effective: 02/10/2006
Replaces: 4002.02
Dated: 02/10/1999

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) ensures the safety of juveniles and employees while providing services to build successful juveniles through teamwork and communication. The daily log book is each unit's primary communication tool for sharing information among employees, and is the legal record of the unit's minute by minute operations.

Rules:

1. Description and Maintenance:

- a. The **HOUSING UNIT MANAGER** shall ensure:
 - i. The daily log book consists of a bound ledger book with lined pages and pre-printed page numbers;
 - ii. The housing unit name and inclusive dates of the log book are written in permanent marker on the front cover and top edge;
 - iii. The daily log book is maintained in a secure location within the housing unit which is:
 - (1) Away from juveniles and unauthorized visitors;
 - (2) Accessible for employees for use at all times.
 - iv. The accuracy and quality of daily log entries; and
 - v. Completed daily log books are stored in the housing unit for a period of five years and then disposed of in accordance with approved ADJC records retention schedule.

2. Log Entries:

- a. When making log entries **EMPLOYEES** shall:
 - i. Use black ink;
 - ii. Draw a single line through mistakes;
 - iii. Not erase or completely cross-out entries;
 - iv. Write clearly;
 - v. Not skip lines;
 - vi. Sign or initial entries;
 - vii. Make entries in chronological order whenever possible;
 - viii. Note, explain, and highlight any entries made out of chronological order;
 - ix. Highlight entries placing juveniles on exclusion status and removing juveniles from exclusion status; and
 - x. Make all entries in a clear and professional manner, indicating:
 - (1) What happened;
 - (2) When it happened;
 - (3) Who was involved;
 - (4) Who was notified;
 - (5) Employee response; and
 - (6) Follow up actions if necessary.

3. Shift Change:

- a. **ON-DUTY EMPLOYEES** shall:
 - i. Read and initial each page of the daily log book when they first come on duty, to become aware of any problems or unusual events since their previous shift;
 - ii. Record in the daily log book:
 - (1) The arrival of in-coming employees to include the employees name and time of arrival;

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- (2) The departure of out-going employees to include the employee's name and time of departure.
- iii. Make and highlight an initial entry at the beginning of their shift to include:
 - (1) Employees on shift;
 - (2) Housing unit head count;
 - (3) Operational expectations;
 - (4) Current activities;
 - (5) Sharps/controlled items counts;
 - (6) Security and safety equipment to include:
 - (a) Radios;
 - (b) Keys; and
 - (c) 911 packs.

4. Documentation:

- a. **EMPLOYEES** shall record all incidents and events in the daily log book which occur during their shift to include:
 - i. Start and finish of scheduled activities;
 - ii. Juvenile locations and movements;
 - iii. Headcounts to include:
 - (1) Headcount updates following movements;
 - (2) Hourly headcounts if in the unit;
 - (3) Facility headcounts.
 - iv. Change in sharps/controlled items counts;
 - v. Assistance calls;
 - vi. Change in juvenile SPS levels;
 - vii. Anytime juveniles are in their rooms to include:
 - (1) Starting and ending times;
 - (2) Names and room numbers of specific juveniles involved;
 - (3) Purpose of the room time; and
 - (4) Employee authorizing room time (if applicable).

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By::
02/10/06	James A. Hillyard		